

1987

MINUTES
CLARKE COUNTY LIBRARY BOARD
January 20, 1987

The Clarke County Library Board meeting was called to order by Mrs. LaGrange DuPree, chairman, at 4:00 p.m. on Tuesday, January 20. Those present were: Mrs. DuPree, Mr. Hodgson, Mrs. Allen, Mr. Eberhardt, Mr. Elkins, Mr. Firor, Mr. Kellam, Mr. Logan, Mr. Pelt, Miss Powell, Mr. Reines, Mrs. Weeks, Mr. Wilkins and Mrs. Ames. Mrs. DuPree welcomed the newest Board members, Mr. Hugh Logan and Rev. Sherman Pelt.

The minutes of the October 1986 meeting which had been distributed by mail were approved by common consent.

The Director summarized library activities in Clarke County. The Legislative Breakfast which was held on December 18, was successful in bringing more "library awareness" to our legislators. Videos were introduced in December and patrons are enjoying them. Phil Sanderlin offered to run a weekly library column in the Observer. It will feature services as well as special programs.

The Grand Jury report was read and the recommendations discussed. A copy of those recommendations is appended. Mrs. Ames reported that Mr. Russel Crider, County Administrator, had been in contact with her to discuss carpet replacement and to begin working on resolving the clerical salary problems.

Mr. Wilkins presented a report on the Friends of the Library. He discussed several drawbacks of loosely organized groups and recommended that a committee be formed to carefully define the roles of the library board and a friends organization. After a discussion of the role the Board would play in the formation of the Friends, Mr. Firor moved that the chairman appoint a small group to draft a preliminary constitution and to draw up a list of suggested goals for the organization. There were several seconds, and the Board authorized Mr. Wilkins to proceed with a draft of a constitution. Mrs. DuPree appointed Mr. Wilkins to serve as temporary chairman of the Friends. He will form a committee from the Board and interested citizens to work with him as a steering committee to develop plans for a membership drive.

The Board authorized Mrs. Ames to handle the sale of surplus property in the library. Using estimates of value set by Charles Rowland, the library will establish a minimum price and advertise for sealed bids.

Two consultants have expressed interest in conducting the services and facilities study of the Clarke County Library. They are Hoyt Calvin of Charlotte, N.C., and Tom Hart of Tallahassee, Florida. Mr. Firor made the motion that selection of a consultant be referred to the executive committee with power to act; Mr. Kellam seconded the motion; the motion carried.

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Mrs. DuPree announced committee assignments and Legislative Day in Atlanta on February 17 at the Atlanta depot. All board members were encouraged to attend.

Mr. Kellam moved that the board adopt the grievance procedure; it was passed following some discussion of procedure. The personnel committee will handle all formal written grievances against the library in an expeditious manner.

The Director requested that the Board examine the fees charged to library patrons who live outside the service area. The \$3 out-of-region fee has been in effect for several years, and was considerably lower than many libraries of comparable size. Mr. Firor moved that the library adopt a fee of \$5 for this year; the motion carried.

The library staff is in the process of developing proposals for the use of its federal funds grant and for Clarke County's budget review process. The executive board will meet to discuss the proposals and has the authority to act.

Mr. Logan will investigate the possibility of ex-officio membership status in the Athens Chamber of Commerce for the Library.

Miss Powell made the motion that Mrs. Mary Cobb Neighbors be made an honorary member of the Clarke County Board. Mrs. Neighbors was one of the original board members when the library was organized and has been a strong advocate. This motion passed unanimously. No policy currently exists for selecting honorary members, and it was suggested that the Board would consider developing guidelines.

The meeting adjourned at 5:45 p.m.


Kathryn S. Ames, Secretary

ATHENS REGIONAL LIBRARY BOARD
COMMITTEES - 1987-88

EXECUTIVE COMMITTEE(officers plus 2 from other counties)

Mrs. LaGrange DuPree, Chm.
Mr. Peter Hodgson
Mr. W. Ray Austin
Mrs. Pattie Ivy
Mrs. Jane Bowen

FINANCE COMMITTEE

Mr. Peter Hodgson, Chm.
Mr. W. Ray Austin
Mr. Hugh Logan
Mr. David Firor

PERSONNEL COMMITTEE

Mr. W. Porter Kellam, Chm.
Mr. Robert Elkins
Mrs. Gene Weeks

PUBLIC RELATIONS

Mr. Tom Wilkins, Chm.
Rev. Sherman Pelt
Miss Elizabeth Powell
Mrs. Virginia Shields

BUILDING AND GROUNDS

Mr. David Firor, Chm.
Dr. Mervin Reines
Mr. L. W. Eberhart
Mrs. Walter Allen

MINUTES OF THE EXECUTIVE COMMITTEE
ATHENS REGIONAL LIBRARY BOARD
February 5, 1987

The Executive Committee of the Athens Regional Library Board met on Thursday, February 5, 1987, at 11 A.M. in the Library Auditorium. Those present were Mrs. DuPree, Mr. Hodgson, Mr. Austin, Mrs. Bowen, Mrs. Ames and Mrs. Patricia Stauffer, library business manager. The purpose of the meeting was to approve FY'88 budget goals.

Mrs. Ames outlined the budget request that would be presented to the Clarke County Commission. Minimal increases were requested in most budget categories, but there were three exceptions. First, a comparison of salaries in other agencies demonstrated that the library's salary scale for non-professional employees was far below those of the county or the university. Mrs. Ames proposed a three-step plan which included a 10% increase for most employees in 1988; 9% increase for long-term employees in 1989; and 8% for long-term employees in 1990. This would bring library employees into closer parity. These increases are needed to keep well-trained employees with the Library.

The second exception was the request for \$20,000 for compact shelving. This shelving would be installed in the bookmobile department and would double the shelving capacity of the area. Current shelving in that department would be moved to the adult area of the library. Additional shelving is needed there and this transfer would relieve crowding.

The third request was region-wide. All counties in the system are being asked to contribute toward the funding of SOLINET, a computerized database that provides cataloging information and produces catalog cards. While most of the cost of this service will be covered by federal funds, there will be a shortfall of \$4,000 which the counties will be asked to provide.

Mr. Austin asked about "worst case" scenarios. Mrs. Ames replied that because the library had received no increase in local Clarke County funding for FY'87, the "worst case" would be no increase for FY'88. The alternatives are to cut services and/or people. The library is a labor-intensive service organization and nearly 76% of the local FY'88 budget will go for personnel. If the \$20,000 for capital outlay is excluded, 81% of the Clarke County budget is specified for salaries. In FY'87, the percentage of the budget used for salaries was 80%. Other operating expenses are covered by state grants and federal funds when available.

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Executive Committee
February 5, 1987

Mr. Hodgson suggested that the Friends of the Library be asked to provide a minimal level of funding in their first year. It was agreed that \$2500 would be requested from the Friends for equipment purchases.

With that change, it was recommended that Mrs. Ames present the budget to Clarke County by the February 9, 1987, deadline. The meeting adjourned at 12 noon.

Kathryn S. Ames
Kathryn S. Ames, Secretary

MINUTES
ATHENS REGIONAL LIBRARY BOARD
February 11, 1987

The quarterly meeting of the Athens Regional Library Board was held in the library auditorium on Wednesday, February 11, 1987, at 3:30 P.M. This meeting was postponed from its scheduled date of January 22, 1987, due to a snowstorm. Present were: Mrs. DuPree, Chairman, Mr. Eberhardt and Mr. Austin from Clarke County; Mrs. Carithers and Miss Jenkins from Madison County; Mrs. Dawson, Mrs. Christopher, and Mrs. Ivy from Oconee County; Mrs. Vandiver from Franklin County; Mr. Williams from Oglethorpe County; and Mrs. Ames.

Minutes of the October meeting were approved as distributed by mail.

The Chairman called for reports from the counties. Mrs. Christopher reported that construction is progressing on the Oconee County Library. The roof has been erected and Driver Construction Company is now beginning to erect the walls. She mentioned the bad soil conditions encountered and reported that this had been remedied at a cost of approximately \$26,000. The library will be closed beginning the last week of April and continuing through June, 1987. During this period, walls will be removed, carpet laid and interior work completed.

For Madison County, Mrs. Carithers announced that the Library Board had voted in February to proceed with plans to apply for state construction funds to build a new building for the Madison County Library. Mrs. Carithers is chairman of the committee and will coordinate fund-raising. The Madison County Commission had voted to underwrite the application and the Board will begin a campaign during Library Week in April to inform county residents of the need for a new facility.

Mrs. Vandiver reported that videos were being very well used in Franklin County. This is a new service that began in December, 1986. The Woman's Club of Lavonia is interested in donating videocassettes to the local library and this will be further explored by the board using collection development guidelines established by the region. The Mayor of Lavonia is providing a new television for the Lavonia Library because of the success of videos there.

For Oglethorpe County, Mr. Williams noted that the Wednesday storyhour was being well-attended by pre-schoolers in the area. The meeting room has been used frequently by various community groups and has been instrumental in developing new patrons.

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Athens Regional Library Board
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Mrs. Ames reported for Clarke County. Mr. Russell Crider, Clarke County Administrator, and Mr. Robert Baird, Maintenance supervisor for Clarke County, visited the library to examine the carpet for wear. It was decided that new carpeting is needed throughout the building. Mr. Baird was instructed to take measurements and to prepare specifications for the purchase of carpet. The county must also purchase carpet for the courthouse annex and they hope to obtain a bulk price. Mr. Crider also authorized Mr. Baird to proceed with the installation of florescent fixtures in the auditorium. These will be on a separate switch and will remedy a long-standing problem in that room. Mrs. Ames also announced that both the Clarke County Library and the Oconee County Library had been awarded grants from the National Endowment for the Humanities for the purchase of books about the Constitution. Both libraries agreed to match NEH funds with \$500 raised locally. The Oconee County Commissioners will donate \$500 for the Oconee Library's local share and a portion of the annual book sale in Athens will be used for the Clarke County match.

In the director's report, Mrs. Ames discussed the status of legislation. The equipment funds for libraries with FY'87 construction projects, including Oconee County, were passed as part of the supplemental budget. There is a bill currently pending that will guarantee the confidentiality of library records. The Governor has recommended a one cent per capita increase for both materials and maintenance and operations. The State Department of Education recommends a 15 cent per capita increase in M & O and a 24 cent increase in materials. The Talking Book Center formula will be fully funded this year, but this will only add approximately \$800 to the base TBC grant. The Department of Education recommended that the state provide a salary for the librarian which would be separate from the operations grant. All board members were urged to write to their representatives about Library needs. The Legislative Luncheon will be February 17 at the Depot in Atlanta. Several Board members plan to attend.

The Genesis project is the plan to automate all library bookkeeping systems in the state. According to Jim Tatman of the State Department of Education, Athens is scheduled for installation in February, 1988.

The December Director's Meeting concentrated on the question, "Can a county library board within a region spend money?" Legally, according to Joe Forsee, director of the Division of Public Library Services, only the regional board has the authority, but can delegate responsibility to each local board. Mr.

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Athens Regional Library Board
February 11, 1987

Forsee recommended that the regional board review all local transactions annually. The Athens Regional Board, on a motion by Mr. Austin, voted to review all local transactions at the October quarterly meeting annually.

Mrs. Ames reported that two proposals were submitted to the State office for the use of federal LSCA funds. The regular grant would be used to continue the SOLINET project. This would benefit all libraries in the system as the SOLINET computer provides access to a national cataloging database; from this source, cards are ordered for books and processing time is reduced. The second proposal was for competitive funds. The library proposed a 4-component project dealing with senior citizens. 1. Statewide workshop for librarians on services to the elderly; 2. Contract with Athens Connection to produce a booklet listing services available to senior citizens in a 10-county area; 3. Library Day at senior centers providing large-print and talking books; 4. Coordinate a literacy program for senior citizens. These proposals may be moot, however, as currently all federal funding for libraries has been rescinded.

The financial report was given. Mrs. Ames noted that there have been several donations in memory of Miss Sarah Maret, former Library Director. The Library plans to purchase a video storage/display rack in her memory.

Under new business, the regional board was asked to approve the increase of the out-of-region fee to \$5 annually. Mr. Eberhardt made the motion that this change be adopted and it carried.

The grievance policy was presented to the board for inclusion in the personnel policy. It was moved by Mr. Eberhardt that it be adopted. Mr. Williams amended the motion to include a level of review at the county board level. This passed unanimously.

A letter from Mrs. Ruth Barber, bookmobile driver for 6 years, was presented. Mrs. Barber has requested a leave of absence while recovering from a serious illness. This leave was granted by the Board.

The meeting was adjourned at 4:30.


Kathryn S. Ames, Secretary

MINUTES
CLARKE COUNTY LIBRARY BOARD
April 14, 1987

The Clarke County Library Board quarterly meeting was called to order at 4 P.M. on Tuesday, April 14, 1987, in the Athens Regional Library auditorium by Mrs. DuPree, Chairman. Attending were Dr. Reines, Mr. Wilkins, Mrs. Shields, Miss Powell, Mr. Kellam, Mr. Eberhardt, Mrs. DuPree, Mr. Logan and Mrs. Ames.

The minutes were approved as distributed by mail on a motion by Miss Powell.

The financial report was distributed for informational purposes. It was not necessary to amend the FY'87 budget at this time.

Mrs. Ames presented the Director's report. She recapped the action of the legislature which authorized a 3 cent per capita increase in both the materials and the maintenance and operations(M & O) grants. This brings state support levels to 55 cents per capita for materials and 54 cents per capita for M & O. A bill ensuring the confidentiality of library records was passed. The formula for the Talking Book Center was fully funded for the first time this year. However, this means less than a \$100 increase for the service in Athens.

Mrs. Ames has been notified that the basic application for federal LSCA funds has been approved. This grant will fund most of the cost of the SOLINET computer system and will allow the library to replace a badly worn copy machine.

The Athens Regional Library was awarded a "competitive" grant by the State to expand services to senior citizens. The library received one of the eight grants awarded in this category. The library also was selected to receive a "development" grant, one of three awarded statewide, to provide a workshop on library services to the aging.

A proposal has been submitted to the Georgia Endowment for the Humanities to sponsor six folk culture programs. Selection of proposals will be made in June.

Clarke County has set its budget hearing for early May. The library is presenting a very conservative budget. In connection with the budget request, all employees were directed to fill out a lengthy job information questionnaire which has been submitted to Selena Miller, director of County personnel. The purpose was to enable Mrs. Miller to see how far below the county pay scale library employees are falling. A report will be available in May.

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Clarke County Library Board
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A letter from Russ Crider regarding the presence of asbestos was read. Until further information is available, no action can be taken.

The book sale netted \$1,190. Of this amount, \$500 will be used for the matching amount for the bicentennial bookshelf award sponsored by the National Endowment for the Humanities.

Mrs. Ames also reported that Mack Sewell of the Juvenile Court had visited parents of some of the more troublesome children. Behavior has improved. There were a few scattered incidents of auto vandalism during the quarter.

The proposed budget for Clarke County was presented and discussed. Most clerical employees would receive a 10% salary increase in FY'88 as the first increment in a three-year plan to bring all clerical employees into closer parity with county workers. The results of the job surveys may have some impact on how the county decides to handle this matter. The other significant difference is the provision for all counties in the region to share in the partial costs of SOLINET. The motion to approve the proposed budget was made by Mr. Eberhardt, seconded by Mr. Kellam and passed by the board.

Mrs. DuPree discussed the capital improvement package that was presented to the county. The basis of the request came from the preliminary study of need by Dr. Tom Hart. The proposal submitted to the county requested a 60,000 square foot building (current size is 21,600) with adequate parking for 200 cars. A meeting was held at Sandy Creek with the five commissioners, County Administrator, Finance Director, and attorney present. Each agency was invited to present its needs. The library proposed a "Construction and Improvement Package." This package would include \$1.28 million for construction, \$650,000 for materials, and \$300,000 for automation conversion. The state will provide \$3 for the construction part of the project. No site has been identified as yet. The Commission will meet in April to determine the best method of funding the request.

Mr. Kellam moved that the action of the Executive Committee be ratified by the board and the motion carried unanimously.

The State Board of Education tabled action on a proposal to alter the funding formula for public library construction. The matter will be discussed at their May meeting and could have a significant effect on all construction plans. Board members were urged to contact the tenth district representative, Mr. Bobby Carrell of Monroe.

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Mr. Wilkins reported that progress is being made on organizing the Friends of the Clarke County Library. Mr. Bobby Gibson and Daniel Haygood are working on incorporation papers to ensure non-profit status. They will also file for an IRS exemption certificate. A six-member steering committee will meet at 1:00 on Wednesday, April 22, to begin planning for a membership drive and capital formation.

Mrs. Ames requested authorization for a public relations workshop with local specialist Alice Gay. The purpose would be to ensure that all comments to the public regarding a new library, its funding, etc. be correct, positive, and consistent. Those invited to attend would be board members, library staff members and representatives from the Friends group. The cost of the program is estimated at \$600 and would be covered by a budget category. Miss Powell made the motion to approve the program. The motion carried.

Three policy matters came before the board. There was a request that the library offer a group cancer insurance policy. This request was referred to the personnel committee for further study.

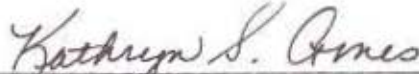
The second request was to eliminate smoking in the library. Miss Powell made the motion and it carried unanimously. This policy will go into effect immediately.

The third policy matter was a request to officially adopt a statement of confidentiality of library records. Mrs. Ames was advised at a director's meeting to have such a policy on file. The motion of Miss Powell carried.

Mr. Porter Kellam announced his decision to retire from the board effective May 31, 1987. His address as of that date will be: 229 Laurel Hollow Drive, Nokomis, Florida 33555. Mr. Wilkins expressed the board's appreciation for Mr. Kellam's service to the library and his support of library programs. His insight will be missed.

Dr. Reines suggested that the board employ on a trial basis a security guard to work from 4 P.M. - 9 P.M. four evenings per week plus 2-6 on Sundays. His motion carried. An off-duty policeman will begin work shortly.

The meeting was adjourned at 5:30 P.M.


Kathryn S. Ames, Secretary

MINUTES
ATHENS REGIONAL LIBRARY BOARD
April 16, 1987

The quarterly meeting of the Athens Regional Library Board was called to order at 3:30 P.M. on April 16, 1987, in the library auditorium by Mrs. DuPree, Chairman. Attending the meeting were Mrs. Christopher, Mrs. Ivy and Mr. Turnbull representing Oconee County; Mrs. Vandiver and Mrs. Whitlow from Franklin County; Mrs. Carithers and Mrs. Graham from Madison County; and Mrs. DuPree and Mrs. Ames. A quorum was not present. Actions taken at this meeting will be ratified at the July, 1987, Board meeting.

The minutes were distributed by mail and were approved.

The Chairman called for reports from the counties. Mrs. Whitlow reported on the plans for the summer reading clubs in the 3 Franklin County Libraries. All branch managers in the system attended a meeting in Augusta to discuss ideas. The Royston copy machine is back in operation. The county Chamber of Commerce compiled a lengthy questionnaire of services available in Franklin County. The library comprised one section and the final result is most attractive.

Mrs. Carithers reported on the formation of a Friends of the Madison County Library group. Thirty interested supporters met and Christine Burroughs, a retired UGA librarian, was selected as chairman. Their first effort will be a fund-raiser in May followed by an outdoor barbeque and music festival later in the summer. The county has offered 3 potential sites and selection will be made soon. Architects are also being screened and will be interviewed in May.

Mrs. Christopher reviewed the progress of the Oconee project. The library will be closed during the month of May to complete construction of the building. The puppet theatre and story area are framed in and progress is on schedule. The library will reopen June 8 with final completion scheduled for July.

Mrs. DuPree noted that the Clarke County Board had been extremely busy as they met deadlines for Clarke County proposals. The local board contracted with Dr. Tom Hart to study the needs and services available in the county. A preliminary study indicated that the library needed to be considerably larger; that the existing site was too small to permit expansion of both the building and parking; and that the foundation for the present building was not designed for a second story.

Representatives of the Clarke County Board met with county officials to propose a new facility. While still early in the planning stages, a considerable amount of study has gone into the project.

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Athens Regional Library Board
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Mrs. Ames noted that Clarke County has requested that each employee complete a lengthy questionnaire about their responsibilities in the library. These questionnaires, a job description for each position in the library (many of which did not previously exist), and a supervisor's section were submitted to Selena Miller, head of personnel for the County. These will be used to help justify a salary increase for clerical assistants.

Clarke County is also forming a Friends group. The steering committee plans to meet in late April and a membership drive will follow.

The book sale was successful. Approximately \$1200 was raised. Funds will be used to match a \$500 grant from the National Endowment for the Humanities to purchase books about the Constitution's bicentennial, to purchase \$500 of videotapes, and to purchase some reference titles.

Mrs. Ames has been notified that the basic application for federal LSCA funds has been approved. This grant will fund most of the cost of the SOLINET computer system and will allow the library to replace a badly worn copy machine.

The Athens Regional Library was awarded a "competitive" grant by the State to expand services to senior citizens. The library received one of the eight grants awarded in this category. The library also was selected to receive a "development" grant, one of three awarded statewide, to provide a workshop on library services to the aging.

A proposal has been submitted to the Georgia Endowment for the Humanities to sponsor six folk culture programs. Selection of proposals will be made in June.

The Trustee and Friends Division of the Georgia Library Association is planning a one-day program as part of the GLA activities in Columbus. Dates for the conference are October 22-25. We've not yet received information on the exact date of this session, but hope some trustees will plan to attend.

The financial report was distributed for informational purposes. It was not necessary to amend the FY'87 budget at this time.

Mrs. Ames recapped the action of the legislature which authorized a 3 cent per capita increase in both the materials and the maintenance and operations (M & O) grants. This brings state support levels to 55 cents per capita for materials and 54 cents per capita for M & O. A bill ensuring the confidentiality of library records was passed. The formula for the Talking Book Center was fully funded for the first time this year. However,

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April 16, 1987

this means less than a \$100 increase for the service in Athens.

The proposed budget was discussed. Major increases include salaries and the addition of SOLINET charges to each county's operating budget. Federal funds will cover most of the expenses, but each county will be asked to help make up the difference. The amount requested was determined by the proportion of new books received by each county. Mr. Turnbull requested that an amendment be made to reflect the retroactive payment made by the Oconee County Board of Education and the motion carried.

The motion to adopt the proposed budget for FY'88 was made by Mrs. Ivy and was carried.

The Talking Book Center budget was then examined. Although the legislature did fully fund the TBC formula, the net gain for Athens was \$67. Using a very conservative salary estimate, it was reported that the Center would face a shortfall in funds. Several alternatives were discussed. Mrs. Ames noted that the other 10 counties outside of the system were asked to contribute toward travel expenses. This is the first time they have been asked to help support the service, and approximately \$1000 has been pledged. Other locations were discussed as was a reduction in staff. Several options will be examined. The board authorized Mrs. Ames to continue to work toward resolution.

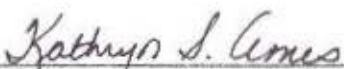
Mrs. Carithers requested formal board approval for the Madison County Library Board to pursue a new location and facility for the Madison County Library. Mr. Turnbull made the motion and it passed unanimously.

Mrs. Ames discussed proposed changes in the State Board of Education's funding formula. She urged board members to contact either the 9th or 10th district representative to the State Board of Education to express concern.

A staff request for the library to provide a group cancer insurance package was referred to the Personnel Committee for study. A report will be made at the July meeting.

Mrs. Ames was advised at a director's meeting to have an official statement of policy on the confidentiality of library records on file. Mrs. Graham made the motion that the policy be adopted, and the motion carried.

The meeting was adjourned at 4:40 P.M.


Kathryn S. Ames, Secretary

MINUTES
CLARKE COUNTY LIBRARY BOARD MEETING
July 14, 1987

The quarterly meeting of the Clarke County Library Board was called to order at 4:00 p.m., Tuesday, July 14, 1987, in the Athens Regional Library auditorium by Mrs. DuPree, chairman. Attending were Mrs. DuPree, Mr. Hodgson, Mr. Austin, Miss Copeland, Mr. Firor, Mr. Eberhardt, Mr. Reines, Miss Powell, Mr. Logan, Mrs. Shields and Mrs. Ames. Mrs. Jeanie Trotochaud attended for the Friends of the Library.

Mrs. DuPree welcomed Miss Beverly Copeland as a new board member who was named to replace Mr. Porter Kellam. Miss Copeland teaches language arts at Clarke Middle School and has been a library patron for many years.

Mr. Eberhardt moved that the minutes be approved as distributed by mail. The motion carried.

Mrs. Ames reported that the Clarke County budget would be approved that evening. Mr. Crider had authorized a 10 per cent salary increase for the clerical staff but did not recommend additional shelving at this time. The library was able to add 12 feet of shelving in the reference department and was given some wooden shelving from Oconee County.

The State Department of Education has acted to reduce the level of state funding available for construction. Two million dollars will be the maximum state grant effective July 1, 1987. Mrs. Ames was advised to request a variance since Clarke County's plans were well-developed prior to this date.

A letter from the Clarke County attorney was read noting asbestos testing. Levels are currently very low, .02 per cent, and do not constitute a danger to employees. Workers who must move ceiling tiles will be advised to wear a mask.

The Georgia Endowment for the Humanities approved a proposal for a series of six programs beginning in September. The series, Faces of Heritage, will examine the state's folk cultures. Mrs. Susan Colegrove and Mrs. Ames wrote the proposal.

Mrs. Ames has made a series of speeches to local groups explaining library needs. A slide-tape program has been developed to illustrate needs and to promote the Friends of the Library.

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Clarke County Board Meeting
July 14, 1987

The Personnel Committee approved the following appointments: Laura Ludwig to serve as Assistant Director; Kaye Haynes to manager of small bookmobile; and Susan Colegrove as special projects coordinator.

The Winterville Woman's Club donated \$160 for books for their local library.

Under "unfinished business", Mrs. DuPree noted that the board had heard a preliminary report on the study at the called meeting of May 27. We expect to receive the final report in mid-August.

Mrs. Ames reported that the six weeks trial use of the off-duty police officer was very successful. Immediately upon discontinuation of this service in June, vandalism began increasing. Mrs. Ames reported that there had been several instances when the police had been called. Mr. Hodgson made the motion that the security guard's position be reinstated for an additional six months. The motion was seconded by Dr. Reines and was carried. Miss Copeland suggested that the officer be asked to monitor parking lots on a regular basis and this will be added to the job description.

Mrs. Jeanie Trotochaud reported on Friends of the Library activities in the absence of Mr. Wilkins who was attending a fundraising workshop in South Carolina. Mrs. Trotochaud discussed plans for the membership drive and the Family Fun Day. She requested that the board authorize the Friends to organize a Sunday afternoon event on August 30. It will feature musical events, storytellers, and puppeteers. The Friends will coordinate the program and sell refreshments. There will be no admission charge. A trip for two to the Bahamas was donated and will be offered as a door prize. The Board authorized the project which had been cleared for legalities with the county attorney.

Mrs. Ames requested that the library delay opening until 9:30 a.m. on Friday mornings. The reason for this is to allow time for departmental meetings and staff-development workshops. Staff members would report at 8:30 a.m. on Fridays to work on policy/procedure manuals and to attend meetings. Mr. Firor made the motion that this change in schedule be tried for one year. The motion carried.

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Clarke County Library Board Meeting
July 14, 1987

The Board, upon recommendation of Mr. Firor, will schedule a called meeting for August 20 at 4:00 p.m. to discuss plans for supporting an expanded or new facility. At that time, Mrs. DuPree will name a committee to develop suggestions. Mr. Logan requested that Mrs. DuPree set up a meeting with the Bethel Homes Board and the AME Church directors to informally explore possible expansion options for the library's site.

Mrs. Ames discussed the need to examine the roles of the library. She presented eight possible roles and features of each. It is important to have board input to determine the direction of the library, the areas of emphasis, and impact on staffing. Four areas were selected following considerable discussion: 1) community information center; 2) reference; 3) popular materials; and 4) children's services.

The Library will host the Chamber of Commerce's AM Update on Friday, June 17. The Friends will coordinate refreshments and Board members will be asked to lead tours through the building. A Media Open House will be held on July 29 following the same format.

The Georgia Library and Trustees Association Meeting will be held Saturday, October 24 in Columbus. Board members are encouraged to attend.

The meeting was adjourned at 5:30 p.m.


Kathryn S. Ames, Secretary

MINUTES
ATHENS REGIONAL LIBRARY BOARD MEETING
July 16, 1987

The July quarterly meeting of the Athens Regional Library Board was held on July 16, 1987, in the library auditorium. Attending were Mrs. Gillespie from Franklin County; Mrs. Toney and Mr. Hughes of Oglethorpe County; Mrs. Langford, Miss Jenkins and Mrs. Carithers of Madison County; Mrs. Ivy, Mrs. Christopher and Mr. Turnbull from Oconee County; Mr. Eberhardt, Mr. Hodgson and Mrs. DuPree from Clarke County; and Mrs. Ames, library director.

The meeting was called to order at 3:30 P.M. by Mrs. DuPree, chairman. Mrs. DuPree introduced two new board members, Mrs. Virginia Gillespie and Mrs. Natalie Toney, and welcomed them to the board.

Mr. Eberhardt moved that the minutes which had been distributed by mail be approved, and the motion carried.

Mrs. Christopher reported for Oconee County. The new building is nearing completion with only some minor adjustments to be made. The Dedication will be at 3:00 on Sunday, September 20, and U.S. Representative Doug Barnard will be the guest speaker. Seantor Paul Broun and Rep. Frank Stancil will offer brief comments. Lin Odend'hal has returned to the Bogart Library following a six month leave of absence in India. The library in Watkinsville will expand its hours to 60 on September 1 and two new positions will be added, an assistant branch manager and a shelver.

Mrs. Carithers reported on activities in Madison County. Preapplication forms and the building program have been submitted to the state for approval. The Madison board will recommend that the regional board approve hiring the firm of Sides and Pope, an architectural group from Macon, at the next quarterly meeting. Max Lewallen of Banks County is surveying the proposed site at no charge to the board. The Friends of Madison County Library have been very active. They sponsored a float in the Colbert Canna Festival, developed a mailer to be sent to every boxholder, spoke to civic groups, and planned a book sale for the Fall Festival.

Mrs. Toney reported that the Moms Group had a book booth at Oglethorpe County's Main Street Jubilee and raised over \$200 for their storytelling/preschool project. The attendance at this weekly storyhour has been excellent this summer. The board added 3 hours to the schedule with the intent of gradually reaching 40 hours.

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Athens Regional Library Board
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Mrs. Gillespie reported that Emmanuel Lewis, star of Webster, was a guest of the Royston Library earlier in the summer when he was in the area. Participation in the Vacation Reading Club has been good in all three branches of the Franklin County library.

Mrs. Ames reported for Clarke County. The State Board of Education voted in May to reduce the state grant program for library construction to \$2 million. This will have an impact on the proposed Clarke County facility. The Georgia Endowment for the Humanities has approved a grant proposal for a series of six programs, Faces of Heritage, which examines the state's folk culture.

The Friends of the Clarke County Library have been very active. They sponsored a float in the Marigold Festival and are planning a major publicity event in late August, the Family Fun Day. Proceeds of the event will be used to purchase book display cubes for the children's department and a tape duplicator for the Talking Book Center.

The FY'87 financial report was presented for the board's information. No action was required as there were no major variances from budgeted amounts.

The problem of the Talking Book Center budget has been resolved at least temporarily. Terry Hosler, secretary for the TBC, has resigned and a replacement will earn less. The technician who resigned to take a position with UGA will not be replaced. Contributions of \$1000 were pledged by other systems served by the TBC. And as yet, a new lease has not been executed. Until agreement is reached on repairs, we will continue to pay rent at the same rate as in FY87. The State Board of Education is recommending that the salary of the TBC director be funded on the same basis as other state-paid librarians. The library staff support this proposal which will be presented to the Governor in October before becoming a part of the legislative package for library improvement.

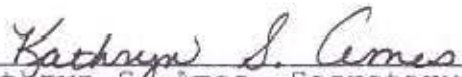
A memo from Joe Forsee was read. It outlined the legal responsibilities of the regional board. In response, the board will review all accounts of library funds at the October meeting. Mrs. Ames will develop a form for reporting receipts and expenditures and this will be distributed in September.

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The Georgia Library Trustees and Friends Association will meet in Columbus on October 24, 1987. Mrs. Langford moved that a committee be formed to develop a policy to cover some expenses for board members who attend library functions. The motion passed and Mrs. DuPree named a committee to study this question. Mr. Eberhardt, Mrs. Christopher, Mrs. Carithers, Mrs. DuPree and Mrs. Ames will set a date to meet.

Regional goals for 1988 were discussed. Mrs. Ames outlined some of the roles and noted that it was essential that board members agree on the direction the library was taking. The emphasis for the coming year will be to work toward adequate facilities in all counties; to continue to develop reference service; to provide outreach services through homebound delivery, central stops for bookmobiles, use of TBC, and branches; and to strengthen children's services.

Mrs. DuPree made several announcements about upcoming programs. There being no further business, the meeting was adjourned at 4:45 P.M.


Kathryn S. Ames, Secretary

WHEREAS, Hilda Bridges has given twenty years of loyal and faithful service as chief clerk, Technical Services at the Athens Regional Library, and

WHEREAS, during those years she has rendered efficient service not only in that capacity but also in any other duties she undertook, and

WHEREAS, her work has always been done in a cheerful, helpful, gracious and courteous manner,

NOW, THEREFORE, BE IT RESOLVED, that we, the Board of Trustees of the Athens Regional Library, do hereby express our sincere thanks and appreciation to Hilda Bridges for her many contributions to the Library, and that we wish her happiness now as she retires from its service and in all her future endeavors; and it is further

RESOLVED, that this resolution be spread on the minutes of the meeting, be published in the next issue of the Library's newsletter, and a copy be given to Mrs. Bridges.


LaGrange T. DuPree, Chairman
Athens Regional Library Board

September 16, 1987

MINUTES
CLARKE COUNTY LIBRARY BOARD
October 13, 1987

The quarterly meeting of the Clarke County Library Board of Trustees was called to order at 4:00 P.M. on October 13, 1987 by Mrs. LaGrange T. DuPree, Chairman. The meeting was held in the library auditorium with the following members attending: Mrs. Allen, Mr. Austin, Ms. Copeland, Mrs. DuPree, Mr. Firor, Mr. Hodgson, Mr. Logan, Mr. Pelt, Miss Powell, Mr. Reines, Mrs. Weeks, Mr. Wilkins, and Mrs. Ames.

The minutes of the July meeting were distributed by mail and were approved as mailed following a motion by Mr. Hodgson.

The financial report was reviewed by the board. Members questioned the fact that only one payment from other counties had been received during the quarter. Mrs. Ames noted that several checks were received in early October from our funding agencies and these would be reflected in the next quarterly report. She is contacting several of the agencies to request more timely payments.

Mrs. Ames gave a report on the quarter's activity. The Vacation Reading Club suffered from a loss of participants this year. In Athens, 979 children registered with 692 receiving certificates. Circulation of children's books totaled 32,657. A party was held at Bishop Park in August. For the coming year, Miss Taylor, children's librarian will work with a committee comprised of staff and volunteers to develop a new approach to the program.

H. Randolph Holder and WCAU are sponsoring a special project to match the fines paid by our patrons during the month of October up to \$1000. The theme of the promotion is "Sock It To WCAU." The Library averages between \$1000 and \$1200 per month in fines.

The Clarke and Oconee County Libraries were recipients of National Endowment for the Humanities bicentennial grants which were used to purchase books. Each library received 45 new titles and they are welcome additions to the collections.

Project LEAD, the literacy project funded with federal funds, is progressing. The first training class of 10 tutors was completed and there are 30 more on the waiting list including 7 from Oglethorpe County. Additional training sessions will be held in January, and Mrs. Colegrove will be in touch with volunteers. The list of students requiring tutors has grown. Currently we have 4 students working with tutors at Magnolia Senior Center, 5 from a local discount store and 2 who were referred to us by the Board of Education's Adult Learning Center. There are several inmates at the jail waiting for tutors now.

Page Two
Clarke County Library Board
October 13, 1987

Mr. Lee Williams is the newest library employee. He will work 16 hours weekly as a cataloger. A graduate of Columbia University, he worked in the northeast for many years and his last position was with Yale University. He is originally from Georgia and retired to the area earlier this year. He is very enthusiastic about being back in a public library and we're delighted to have someone with his expertise.

Mrs. Ames reported on regional activities noting that the Oconee County Library was dedicated on September 20 with Representative Doug Barnard as the guest speaker. The application for the Madison County Project is now complete and has been submitted to the State Board of Education for action in January. Each county is now in the process of making final revisions in their constitutions and bylaws. These revisions were required by the Division of Public Library Services.

Athens will host one of six statewide meetings to examine the status of public libraries, both current and future. Further information will be mailed shortly, but trustee input is essential.

Three groups of staff members are working to develop LSCA grant proposals. The three competitive applications will deal with the following topics: developing a program of staff training using a written training manual for each position and video-taped lessons; planning an outreach program to housing projects using health educators to address the topic of teenage pregnancy; and developing a computer-assisted writing program with Athens Tutorial Center. The regular LSCA funding will be used to continue the SOLINET project.

Trustees will receive regular updates from Lasa Joiner about the status of legislation. The FY89 legislative package includes:

1. New facility for the Division of Public Library Services
2. Increase M & O funds by 5 cents per capita to 60 cents per capita.
3. Increase Materials funds by 5 cents per capita to 59 cents per capita.
4. Fund 13 TDC librarian salaries.
5. Continue Library Construction Package.

Word from the Capitol is that this will be a "tight" year, so it will be important for every board member to contact the appropriate people. The annual Legislative Luncheon is set for February 4. Please plan to attend.

Page Three
Clarke County Library Board
October 13, 1987

Seven library staff members plan to attend sessions of the Georgia Library Association meeting in Columbus the week of October 20-25. Mrs. Pat Carithers of Danielsville will attend the Trustees session on "Marketing the Community Library."

Mrs. DuPree named a nominating committee to propose a new slate of officers for the coming year. They are Mr. Austin, Mr. Eberhardt, and Dr. Reines. Since the terms of these three men expire in December, Mrs. DuPree requested that they develop a list of recommendations of potential board appointees for their vacancies which will then be submitted to the Clarke County Commission.

Liability insurance coverage was discussed. Dennis Blake of Hutchins, Cox, Stroud & Pierson, who handles the library's insurance package, recommended that the liability coverage be increased. Mrs. Ames asked Gary Avants with Clarke County's administrative offices to research the question and he recommended that the library follow Mr. Blake's suggestion and increase coverage to \$500,000. It was moved by Mr. Hodgson, seconded by Mr. Firor, and passed by the board.

Mr. Wilkins reported on the Friends of the Library activities. They have developed a mailer that will be sent to all registered voters who are also library card holders, an estimated 10,000 people. Eunice Tritt is coordinating this activity. The Georgia Power Ambassadors, a group of retired employees, will stuff envelopes and assist in typing mailing labels.

Mr. Hodgson reported on the plans of Citizens Together for a Progressive Athens-Clarke County. This is a group of interested citizens who are working together to help provide information about the November 3 referendum. Don Paulk and Dr. J.W. Fanning are heading the executive committee which also includes Bill Simpson, E. H. Culpepper and Mr. Hodgson. There will be a mailing to all registered voters, yard signs, advertisements on the radio and in the newspapers, hotline/information line, and displays.

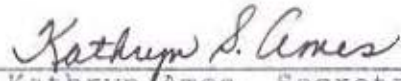
The board was asked to formally approve the proposed library site which is located adjacent to the Chamber of Commerce and fronts on Thomas Street as identified by the Clarke County Commissioners. The site was accepted providing that adequate parking is available and that it meets all requirements for the State Department of Education. The motion was made by Mr. Firor to accept the site, seconded by Dr. Reines and passed unanimously.

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In October, Mrs. Hilda Bridges retired from the Library after 20 years of service in the cataloging department. Mrs. DuPree asked that the board approve a resolution recognizing her long service and contributions to the library. Mr. Logan and Ms. Copeland made the motion which was approved by acclamation.

Holidays were discussed. Because the three Christmas holidays include a Saturday, the personnel manual states that all employees will get an additional weekday off. It was decided that rather than close the library for another day during Christmas week, each employee would receive one day of his choice (with supervisor's approval) during the month of December. The library will close on January 18, 1988, in observance of Martin Luther King, Jr.'s birthday. The motion to approve these holidays was made by Dr. Reines, seconded by Mrs. Weeks, and passed by the board.

There being no further business, the meeting was adjourned at 5:00 P.M. with the next regularly scheduled meeting being set for 4:00 P.M., January 12, 1988.



Kathryn Ames, Secretary

MINUTES
ATHENS REGIONAL LIBRARY BOARD
October 15, 1987

The quarterly meeting of the Athens Regional Library Board of Trustees was called to order by chairman, Mrs. LaGrange T. DuPree, at 3:30 P.M. in the Athens Regional Library auditorium. Present were Mrs. Bowen and Mrs. Toney of Oglethorpe County; Miss Jenkins, Mrs. Carithers, and Mrs. Graham from Madison County; Mrs. Vandiver and Mrs. Brown representing Franklin County; Mrs. Christopher, Mrs. Ivy and Mr. Turnbull from Oconee County; and from Clarke County Mr. Austin, Mrs. DuPree and Mr. Hodgson; Mrs. Ames was also present.

The minutes were approved as distributed by mail upon the motion by Mr. Hodgson.

Mrs. DuPree called for reports from each county. Mrs. Carithers gave the report for Madison County. The Fall Festival held in mid-September was an excellent fund-raiser for the new library with over \$1,100 raised from the auction and \$400 from a book sale. The Friends were instrumental in getting the campaign started and have several other projects underway. They are sponsoring a "buy-a-brick" promotion in the schools with each child receiving a button from the Friends after purchasing a brick for the library. The Education Committee of the Madison County Chamber of Commerce is planning a coffee on December 8 to dramatize the need for an adequate facility. At that coffee, Mrs. Jennie Ruth Echols will be honored for her 20 years of service as the branch manager. They have mailed a letter to all 9,035 boxholders in the county and to date had received \$10,000 in direct solicitation and were expecting a substantial donation from the Danielsville Woman's Club.

Mrs. Vandiver and Mrs. Brown reported on Franklin County activities. The board has been working on fine-tuning the Constitution and Mrs. Vandiver reported that it was now completed. The vacation reading club was very successful in the three county libraries and Royston doubled the number of children participating. The end of the summer was recognized by a party sponsored by Pizza Hut and T-shirts for children reading the greatest number of books were donated by a local shop. The Lavonia library is undergoing a facelift as a new coat of paint is applied.

Mrs. Bowen discussed activities in Oglethorpe County. The proposed budget for 1988 was passed (the county operates on a calendar year, hence the later budget date). The branch manager has had excellent response to her overdue notices which quote the Georgia Code and which are sent by certified mail. The law states that it is a misdemeanor subject to a fine and possible jail sentence to keep out library materials beyond the due date.

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Mrs. Christopher covered the dedication of the Oconee County Library. Guest speakers were U.S. Representative Doug Barnard, Senator Paul Broun, and Representative Frank Stancil. The paving was completed and the project is nearing the final stages. Oconee County is also making some minor adjustments to the constitution. Effective September 1, the staff was expanded to include a new full-time assistant branch manager, Sarah Menard; a new student assistant, Amanda Downs; and Peggy Lowrey who fills a full-time vacancy. These additions will enable the library to be open 60 hours per week and 7 days a week.

Mrs. Ames gave the report on Clarke County. The major emphasis has been providing voters information about the upcoming referendum. The Board, Friends of the Library, and staff have been very involved in promoting the "Progress Package for a Greater Athens-Clarke County."

H. Randolph Holder and WGAU are sponsoring a special project to match the fines paid by our patrons during the month of October up to \$1000. The theme of the promotion is "Sock It To WGAU." The Library averages between \$1000 and \$1200 per month in fines.

The Clarke and Oconee County Libraries were recipients of National Endowment for the Humanities bicentennial grants which were used to purchase books. Each library received 45 new titles and they are welcome additions to the collections.

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Mr. Lee Williams is the newest library employee. He will work 16 hours weekly as a cataloger. A graduate of Columbia University, he worked in the northeast for many years and his last position was with Yale University. He is originally from Georgia and retired to the area earlier this year. He is very enthusiastic about being back in a public library and we're delighted to have someone with his expertise.

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Athens will host one of six statewide meetings to examine the status of public libraries, both current and future. Further information will be mailed shortly, but trustee input is essential.

The financial report was presented for information. The budget is currently on-target in all categories and no revisions are necessary at this time.

Mrs. Carithers requested that the board formally approve the selection of the firm Sides and Pope of Macon as architects for the Madison County building project. Mr. Hodgson seconded the motion which was carried by a vote of the board.

Mrs. Ames requested approval for staff to attend 2 out-of-state conferences. She will attend a Library Personnel Management Conference in Champaign, Illinois, in November. The Public Library Association will meet in April, 1988 in Pittsburgh and Mrs. Ames requested authorization for 4 librarians to attend. Mrs. Ivy made the motion which was seconded by Mr. Austin and approved by board vote.

Holidays were discussed. Because one of the three Christmas days falls on a Saturday, all salaried employees will receive an additional day off. It will be a local board decision on how this will be handled. The library could be closed on Wednesday, December 23; or the employee could select one day in December to take off in lieu of closing December 23. It will also be a local board decision whether or not to close on the Martin Luther King, Jr. holiday.

Three groups of staff members are working to develop LSCA grant proposals. The three competitive applications will deal with the following topics: developing a program of staff training using a written training manual for each position and video-taped lessons; planning an outreach program to housing projects using health educators to address the topic of teenage pregnancy; and developing a computer-assisted writing program with Athens Tutorial Center. The regular LSCA funding will be used to continue the SOLINET project which benefits the entire region by helping to catalog new materials rapidly.

Mrs. Ames outlined the legislative proposals. Trustees will receive regular updates from Lasa Joiner about the status of legislation. The FY89 legislative package includes:

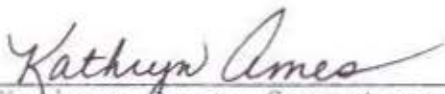
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4. Fund 13 TBC Librarian salaries.
5. Continue Library Construction Package.

Word from the Capitol is that this will be a "tight" year, so it will be important for every board member to contact the appropriate people. The annual Legislative Luncheon is set for February 4 in Atlanta. Mrs. DuPree urged all members to attend.

There being no further business, the meeting was adjourned at 4:30 P.M.


Kathryn Ames, Secretary